

RIVENDELL FLOWER AND GARDEN SHOW

Stall Application for Retail Vendor

Saturday 26 and Sunday 27 September 2020

Thomas Walker Estate, Rivendell



YOUR DETAILS

Date: _____ Trading Name _____

Surname: _____ First Name: _____

Address: _____

Suburb: _____ State: _____ Postcode: _____

Phone: _____ Business Phone: _____

Emergency Contact Name: _____ Phone: _____

Product Description: _____

Email: _____ Website: _____

STALL FEE

*Single (3x3m): \$200

*Double (3x6m): \$400
*stallholders own gazebo to be supplied

Additional Cost:

Fete Stall Hire: \$100



This cost will cover the rental of your stall space for both Saturday 26 and Sunday 27 September 2020.

PAYMENT

Cardholder Name: _____ Phone: _____

Card Number: _____ / _____ / _____ / _____

(No Amex)

Expiry Date: _____ / _____ Signature: _____



Public and Product Liability insurance to the value of \$20M is required and is to be kept current at all times. Copies of your "Certificate of Currency" and "Food Safety Certificate" are to be provided with your application.

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General

This is a smoke and drug free zone as our venue is part of Hospital grounds.

Only registered food stalls are permitted to sell food and beverages.

Alcohol sales are not permitted.

Applications may be submitted by:

Email: SLHD-ConcordEvents@health.nsw.gov.au

Mail: Marketing & Community Relations, Building 8A,
Concord Hospital 2139

Stall Fees

The total fees for the market stall on the 26th and 27th September 2020:

- Single 3m x 3m stall (own gazebo) \$200.00
- Double 6m x 3m stall (own gazebo) \$400.00
- Food truck up to 7m \$300.00
- Fete stall hire additional \$100.00

On the Day

All stall holders are required to operate for the duration of the event and agree to abide by the instructions and directions of Event staff. Further details will be provided closer to the event date.

Registered Food

Only registered food businesses are permitted to sell food and beverages on the day of the event.

Food stalls must comply with - 'Safe Food Guidelines' fact sheet.
Please contact Peta Macfarlane on 02 9767 6038.

Items for Sale

Event Staff retains the right to enter upon the site of any stall holder and/or vendor at any time and remove any article, sign, picture or printed matter which in our opinion is either not eligible for display or considered offensive.

Only goods stated on the application form must be sold.

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Power and Water

Use of Power during the event will incur additional cost of \$100.00 (food vendors applicable only).

If using power you must bring your own tested and tagged 240V leads and power boards. Please ensure your leads are at least 20m long. Unfortunately no spare leads will be available.

Water will not be supplied to any business at the event.

Removal of Rubbish

All stall holders are responsible for keeping their designated areas clean and tidy, and MUST take all their rubbish with them.

Insurance, Loss and Damages

All stall holders are required to operate for the duration of the event and agree to abide by the instructions and directions of Event staff. Further details will be provided closer to the event date.

Cancellation and Refunds

The event will not be cancelled due to bad weather, unless it poses a safety threat as determined by the Event organisers, in which case you will be contacted as soon as possible.

Wet weather contingency will be updated closer to the event.

In order for us to replace a stall with a similar product and in fully refund the hire fee, cancellations may be made by stallholders up until 5:00pm Friday 14th August 2020 (6 weeks prior to the event).

Cancellation advice to be sent via e-mail:

SLHD-ConcordEvents@health.nsw.gov.au

Stallholders who cancel their booking after COB on Friday 14th August 2020 (6 weeks prior to the event will forfeit their pre-paid fee. No Shows or cancellation of attendance from a stallholder on the day of event will forfeit their pre-paid fee and will not have their fees refunded.

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Fire and Safety

All food and beverage businesses operating cooking facilities MUST provide a fire extinguisher and/or fire blanket. Each extinguisher must have a current test tag fitted.

Applicants are advised to bring their own small first aid kit.

First Aid will be provided at the event; however your own precautions should be taken.

As Event Staff are dedicated to providing a safe working environment to all staff and stall holders, all stall holders are required to adhere to the following:

Open toed shoes are not allowed on site at any time, this includes sandals and thongs. This applies to all stall holders and contractors.

Checklist

- I have attached full payment of my stall fees or completed the payment section
- I have completed all section of this stall holder applicant form
- I have signed the 'Acceptance of Terms and Conditions' (below)
- I have attached a copy of my Public Liability insurance of \$20 million
- I have attached a copy of my Food Safety certificate (food vendors applicable only)

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Terms and Conditions

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Acceptance of Terms and Conditions

By applying for a stall, you accept and understand these Terms and Conditions. If you fail to comply with these Terms and Conditions, disregard Event staff instructions on the event day, or pose a safety or environmental risk, you may be shut down and not allowed to trade. This will affect the success of any future applications made. I have read and I agree to all the terms and conditions set out for the hire of a stall at the 2020 Rivendell Flower and Garden Show

I agree to the terms and conditions

Signature

Date

Concord Hospital Details

Address: Marketing and Community Relations Department
Building 8A, Hospital Rd
Concord Hospital NSW 2139

Email: SLHD-ConcordEvents@health.nsw.gov.au

Website: <http://www.rivendellflowershow.com.au>

Phone: (02) 9767 6038